



MUSKEGON BOARD OF CIVIL SERVICE COMMISSIONERS

Regular Meeting Minutes

Wednesday, November 3, 2004

4:00 P.M., Room 107

I. CALL TO ORDER

The meeting was called to order by Acting President Ray Murdaugh at 4:07 p.m.

Others present: Commissioner Floyd DeForest, Civil Service Personnel Director Karen Scholle, Assistant City Manager Lee Slaughter, Community and Economic Development Director Cathy Brubaker-Clarke.

II. MINUTES

After review, the minutes from the September 1, 2004, regular Civil Service Commission meeting were adopted.

Motion by Commissioner DeForest, support by Acting President Murdaugh, to adopt the minutes from the September 1, 2004 regular CSC meeting as written.

VOTE: Commissioner DeForest, yes; Acting President Murdaugh, yes.

Motion carried.

III. ACTION AGENDA

A. Amend A. Twork FMLA Leave to include Intermittent Leave

As the employee requires follow-up doctor appointments, his FMLA leave of absence was amended to include intermittent leave.

Motion by Commissioner DeForest, support by Acting President Murdaugh, to amend Andy Twork's FMLA leave of absence to include intermittent leave.

VOTE: Commissioner DeForest, yes; Acting President Murdaugh, yes.

Motion carried.

B. Request for FMLA Leave of Absence/D. Conrad

Police Officer Doug Conrad requested a two-week FMLA leave of absence for the birth of his child.

Motion by Commissioner DeForest, support by Acting President Murdaugh, to approve the two-week FMLA leave of absence request for Doug Conrad for the birth of his child.

VOTE: Commissioner DeForest, yes; Acting President Murdaugh, yes.

Motion carried.

C. Secretary to City Manager Acting Assignment

Assistant City Manager Lee Slaughter addressed the need to temporarily appoint Administrative Secretary Barb Shullenberger as Secretary to the City Manager for 60 days during the recruitment to permanently fill the Secretary to City Manager vacancy.

Motion by Commissioner DeForest, support by Acting President Murdaugh, to approve the temporary appointment of Barb Shullenberger to Secretary to the City Manager for a 60-day period.

**VOTE: Commissioner DeForest, yes; Acting President Murdaugh, yes.
Motion carried.**

D. Community & Economic Development Revised Job Descriptions

- 1. Planner I**
- 2. Planner II**
- 3. Planner III**
- 4. Code Coordinator**

Following an explanation of the re-organization of the Community and Economic Development Department, the revised job descriptions and duties, and the City Commission's directive regarding the department, the Civil Service Commission took the following action.

Motion by Commissioner DeForest, support by Acting President Murdaugh, to approve and adopt the revised job descriptions for the Planning and Economic Development Department's Planner I, Planner II, Planner III, and Code Coordinator.

**VOTE: Commissioner DeForest, yes; Acting President Murdaugh, yes.
Motion carried.**

IV. CIVIL SERVICE PERSONNEL DIRECTOR'S REPORT

A. Reduction in Force

A reduction in force of 3 ½ positions remains scheduled for December 2004.

B. Civil Service Commissioner

A new Civil Service Commissioner was appointed by the Community Relations Committee and confirmed by the City Commission at its November 9, 2004 meeting. Hopefully, the new Civil Service Commissioner, Shontae Jenkins, will be with us at the December 1 meeting.

C. 2004 United Way Campaign

Due to the department's reduced staffing level and resultant workload, the Director requested the assistance of Affirmative Action Director Ken James in chairing the City's 2004-05 United Way campaign.

D. 2004 Employee Service Awards

The Director expressed sincere thanks to Acting President Murdaugh for his help with the 2004 Employee Service Awards at the City Commission meeting on October 26, 2004.

V. STATUS OF RECRUITMENTS

A. City Seasonals 2004: There are 300 applications received to date, with Leisure Services fall program staffing concluding.

B. Civil Engineer: On hold until SEIU 517M layoffs and bumping completed.

C. Code Coordinator: Posting expired November 29; promotional applications received and under consideration.

D. Customer Service Representative I: There are 167 applications on file.

E. Customer Service Representative II: There are 64 open competitive applications on file.

F. Customer Service Representative II/Inspection Services: Treasury CSR Carmen Smith transferred to this position effective November 8, 2004.

G. Customer Service Representative II/Treasury: Police Records CSR Tammy Rashotte transferred to this position effective November 14, 2004.

H. Firefighter 2004: There are 242 applications on file.

I. Fire Captain: Fire Lieutenant Bradley Vanderberg promoted to Captain effective 11/7/2004.

J. Mechanic: One promotional application received; position on hold due to budget.

K. Planner I: Posting expired November 29; promotional applications received and under consideration.

- L. **Planner II**: Posting expired November 29; promotional applications received and under consideration.
- M. **Police Officer 2003-04**: Applications under review for recruitment eligibility.
- N. **Police Officer 2004-05**: Eight applications on file.
- O. **Secretary to City Manager**: This recruitment is complete and awaiting finalization from the involved managers and employee.

VI. APPOINTMENTS

A. New Appointments

Permanent

Mark Kincaid, Deputy Director of Public Safety for Fire Services, 10/11/04.

Seasonal/Part Time

Kyle Dabrowski, Marina Aide, 8/25/04.

John Irving, Marina Aide, 8/25/04.

B. Promotions:

Permanent Employees

Lonna Anguilm, Zoning Administrator, 9/12/04.

Bruce Straley, Water Plant Operator, 9/26/04.

Joan Stone, Police Records Supervisor, 10/04/04.

Seasonal/Part Time

C. Transfers

Permanent Employees

Seasonal/Part Time

D. Reclassifications

Permanent Employees

Major Metcalf returned to Fire Marshal from Interim Deputy Director of Public Safety for Fire Services, 10/10/04.

Seasonal Employees

E. Temporary Assignments

Permanent Employees

Samantha Ferguson, from Customer Service Rep I to Customer Service Rep II, Leisure Services, 9/20/04, per the 517M clerical contract.

Barbara Shullenberger, from Administrative Secretary to temporary Secretary to City Manager, 10/11/04.

Seasonal/Part Time

VII. DISCIPLINARY ACTIONS

A. Warning Letters

Permanent Employees

Timothy Bahorski, Police Officer, Group 1, 1st Offense, 9/9/04.

Stephon Sherrod, Water/Sewer Maintenance Worker, Group 1, 1st Offense, 8/25/04.

Clay Orrison, Police Officer, Group 1, 1st Offense, 10/27/04.

Geraldine Stephan, Police Officer, Group 1 1st. Offense, 10/18/04

Seasonal/Part Time

B. Suspensions

Permanent Employees

Jared Halverson, Water/Sewer Maintenance Worker, Group 1, 4th Offense, 9/17/04.

Diane Leafers, Administrative Secretary, Group 1, 2nd. Offense, 10/21/04

Seasonal/Part Time

Terminations

Permanent Employees

Jared Halverson, Water/Sewer Maintenance Worker, Group 3, for 1st Offenses of 10/13/04, terminated 10/19/04.

Seasonal/Part Time

VIII. SEPARATIONS

A. Resignations

Permanent Employees

Douglas Gay, Water Plant Operator, 9/10/04.

Lorraine Grabinski, Inspection Services Customer Service Rep. II, 9/3/04.

Seasonal/Part Time

Michael Dodge, Leisure Services Seasonal Program Leader, 4/2/04.

B. Job Terminations

Permanent Employees

Seasonal/Part Time

Larry Allen, Playground Leader, 8/6/04/

Tanya Andryscik, Engineering Aide, 8/17/04.

Jaime Bettendorf, Playground Leader, 8/25/04.

Sarah Blink, Aquatics Director, 8/28/04.

Obra Coleman, Playground Leader, 8/6/04.

Jacqueline Cota, Park Ranger, 9/16/04.

Jamie Cullum, Park Ranger, 9/12/04.

Brett DeCou, Marina Aide, 8/19/04.

Desiree Dye, Julia Hackley Intern-Leisure Service, 8/27/04.

Judith Ealom, Playground Leader, 8/25/04.

Chad Earnest, Park Ranger Captain, 9/14/04.

Lindsey Earnest, Park Ranger, 9/15/04.

Roberto Esteban, Lifeguard, 9/5/04.

Alicia Gonzalez, Park Ranger, 9/14/04.

Dequisha Haskins, Playground Leader, 8/6/04.

Jeffrey Hawkins, Park Ranger, 9/15/04.

James Hurley, Park Ranger, 9/14/04.

Alyssa Johnson, Lifeguard, 8/28/04.

Karen Kendra, Playground Leader, 8/6/04.

Chad Lowing, Lifeguard, 9/6/04.

Andrew Malady, Park Ranger, 9/14/04.

Elon Martin, Park Ranger, 9/14/04.

Jessica McGettigan, Marina Aide, 9/3/04.

Ashton McNeice, Lifeguard, 9/27/04.

Crystal Meyer, Lifeguard, 8/28/04.

Ashley Morris, Playground Leader, 8/25/04.

Louis Murray, Playground Leader, 8/25/04.

Marshelia Neely, Playground Leader, 8/25/04.

Ann Nolan, Playground Leader, 8/25/04.

John Oakes, Playground Leader, 8/25/04.

Craig Olson, Marina Aide, 8/13/04/

Richard Pack, Playground Leader, 8/25/04.
David Privasky, Lifeguard, 8/11/04.
Vernice Sahol, Julia Hackley Intern-Clerk, 8/11/04.
Marcus Schillaci, Lifeguard, 9/6/04.
Brandi Sones, Park Ranger, 9/15/04.
Scott Stine, Park Ranger, 9/17/04.
Christopher Szymczyk, Lifeguard, 8/22/04.
Kimberly Thornton, Playground Supervisor, 8/25/04.
Joan Triplett, Julia Hackley Intern-Planning, 8/13/04.
Crystal Vauters, Julia Hackley Intern-Engineering, 7/23/04.
Barbara Villalpando, Playground Leader, 8/25/04.
Angela Vinton, Playground Leader, 8/25/04.
Eddie Ward III, Playground Leader, 8/25/04.
Derek Westerlund, Playground Leader, 8/25/04.
Marcina Whittington, Playground Leader, 8/25/04.

C. Other

Retirements

Ric Scott, Director of Leisure Services, 9/24/04.

Leave of Absence

IX. OTHER PERSONNEL ACTIONS

A. Certificates of Training Excellence

Michigan State Police, Chemistry of Hazardous Materials I:

Chad Horn, Fire Fighter, 9/3/04.

Michigan State Police, Chemistry of Hazardous Materials II:

Chad Horn, Fire Fighter, 10/1/04.

Michigan Fire Inspectors Educational Seminar

Major Metcalf, Acting Deputy Director of Public Safety, 9/17/04.

Fire Investigation I School

Scott Hemmelsbach, Fire Inspector, 9/24/04.

Michigan State Police, Chemistry of Hazardous Materials I

Darric Roesler, Fire Fighter, 9/3/04.

Michigan State Police, Chemistry of Hazardous Materials II.

Darric Roesler, Fire Fighter, 10/1/04.

B. Letters of Commendation

Amy Behler, LSMW I,

Leslie Ruth Luttrull, LSMW I

Sue Nichols, LSMW II

Peter Rollenhagen, LSMW II

Chuck Tazelaar, LSMW II

Randy Wells, LSMW II

Bernadette Young, Parks Supervisor

The above received a letter of appreciation, via Director of Leisure Services Ric Scott, from Dave Merwin of the Muskegon Lakers, for their excellent work preparing the fields for games.

Bob Fountain, Special Operations Supervisor, received a letter of congratulations via

Robert Kuhn Director of Public Works, for his persistence and hard work on the Illicit Connections Grant.

Bryan Heath, Civil Engineer, received a letter of appreciation via DPW Deputy

Director/Engineer Mohammed Al-Shatel from Barbara Klingemaier, a job well done in ensuring the timely completion of the Campus Ave. project.

Brett Kralej, Equipment Supervisor, received a letter of congratulations from Robert Kuhn Director of Public Works for his strong leadership in getting the Hackley Fire Barn property cleared by the DEQ for unrestricted residential use.

Matt Kolkema, Police Officer, and

Geraldine Stephan, Police Officer

Received a letter expressing special recognition via Tony Kleibecker, Director of Public Safety from Special Agent James Walsh Bureau of Alcohol, Tobacco, Firearms and Explosives, for the outstanding performance and response and follow up investigation to a found weapons complaint.

Julie Parisian, Parking Officer, received a letter of appreciation, from Patty Boner for her handling of parking ticket matter, 10/1/04.

David Smith, DPW Water/Sewer Supervisor, received a letter of congratulations from Robert Kuhn Director of Public Works, for his handling of a recent grievance.

Bernadette Young, Park Supervisor, received a letter of appreciation, from Muskegon West Little League thanking staff for their hard work and dedication in preparing Campbell field or the 2004 State Finals.

C. Reassignment of Duties

X. OLD BUSINESS

A. Tim Fields' Hearing Request

Nothing new to report.

B. Job/Compensation Classification Review Policy

Nothing new to report.

C. Nepotism Policy Proposal

This will be circulated to all department and division heads for input.

XI. OTHER BUSINESS

A. Temporary Help

1. There was no expenditure for temporary office help through Manpower Temporary Services for September, 2004.
2. Expenditures to Kelly Services for temporary office help for: September, 2004, through October 16, 2004, \$1,709.11.

B. Calvin Sumrall Correspondence

Mr. Sumrall did not appear to address the CSC.

XI. ADJOURNMENT

With no other business to attend to, the meeting adjourned at 4:36 p.m.

Submitted by,

Karen A. Scholle
Civil Service Personnel Director

The City will provide necessary appropriate auxiliary aids and services, to individuals with disabilities who want to attend the meeting, upon 24-hour notice to the City of Muskegon. Please contact 933 Terrace Street, Muskegon, MI 49443 or by calling (231) 724-6716 (voice) or (TDD) (231) 724-6773.

(11 04 CSC Minutes)